

Special Event Permits

The Mayor's Office of Cultural Economy is available to assist you with Special Event Permitting. Organizers of fairs, festivals, community events, parades, markets, commercial special events, and more can use this document to discover what permits are needed and what to bring in to various permitting departments. **Click on the menu items on this page to jump to relevant sections of the document. If you would like to have any of the applications mentioned below emailed to you, please contact specialevents@nola.gov.**

Below, you will find a menu of options to guide you through this process.

PLEASE NOTE THAT MOST PUBLIC SPECIAL EVENTS MUST GO THROUGH THE [EVENT LOCATION SECTION](#) AND OBTAIN A [PROMOTER'S OCCUPATIONAL LICENSE AND MAYORALTY PERMIT](#).

THE OFFICE OF CULTURAL ECONOMY DOES NOT ACCEPT APPLICATIONS. PLEASE READ THE GUIDE CAREFULLY AND REMIT APPLICATIONS TO THE APPROPRIATE DEPARTMENT. MOST APPLICATIONS HAVE THE DEPARTMENT LOCATIONS AT THE TOP OF THE FORM OR CONTAIN INSTRUCTIONS ON WHERE TO TURN IN YOUR APPLICATION.

If you are only arranging a small parade, such as a second line for a wedding, you may skip these steps and go straight to the [Parade section](#).

FOR BEST RESULTS AND OPTIMUM SERVICE, PLEASE BEGIN THE PERMITTING PROCESS AT LEAST 30 DAYS AHEAD OF YOUR EVENT.

Vendors: PLEASE NOTE THAT YOU WILL HAVE TO BE AN ACCEPTED VENDOR BY THE EVENT ORGANIZER BEFORE OBTAINING A TRADE SHOW VENDOR PERMIT.

For questions on holding a special event in New Orleans, please contact the Mayor's Office of Cultural Economy at specialevents@nola.gov.

[For All Event Types](#)

- [Event Location Information](#)
- [Occupational License for Promoters/Organizers](#)

[For Promoters and Organizers](#)

- [Event Location Information](#)
- [Occupational License for Promoters/Organizers](#)
- [Stages, Stands, Concessions, Tents over 1,000 sq. ft., Lighting and/or Mechanical Systems](#) (e.g. rides, portable generators, amplification systems)
- [Tents](#) (Required for all tents regardless of size)
- [Street Closure, Meter Rental, Rental of Carriage or Taxi Stands](#) (Excludes Parades, see [Parade section](#))
- [Alcoholic Beverages](#) (For all events selling (on public or private property) or freely distributing beer, wine and/or liquor (in a public place only))
- [Parades](#) (Parades, Jazz Funerals, Second Lines, Mobile Street Event)
- [Banners](#) (Only needed if banners or signs will be posted on street or public right-of-way, e.g. sidewalk)
- [School and Church Events](#)

[For Vendors](#)

- [Annual Trade Show Vendor License](#) (good for one calendar year (January 1st-December 31st))
- [Concession Stand and Itinerant Vendor License](#)
- [Sales Tax Forms and Information](#)

Event Location Information

NOTE THAT SECURING THE EVENT LOCATION IS REQUIRED FOR ALL EVENTS. IF YOU ARE HOLDING A SPECIAL EVENT, YOU MUST READ AND COMPLETE THE FOLLOWING PERMISSIONS OR PROCESSES TO SECURE YOUR LOCATION.

Please look through the following items below and obtain the relevant permissions to use the property for a special event. Please note that more than one permission may be necessary. For example, an event in a park that is also in the French Quarter would require permissions from both Parks and Parkways and from the Vieux Carre Commission.

If you are not sure if your event is located in a special district or other type of area detailed below, please contact the appropriate department for information or contact specialevents@nola.gov.

Some permits require copies of written permissions to use property; keep the original on hand both for the event itself and to make replacement copies if necessary.

- If the event is taking place on public property, contact the Department of Public Property Management to obtain written approval: Adrienne Recasner, 504-658-3600, aarecasner@nola.gov
- If the event is taking place on a neutral ground or other public green space, contact the Department of Parks and Parkways, Ann MacDonald, 504-658-3200, aemacdonald@nola.gov
- If the event is taking place in a NORDC (New Orleans Recreation Development Commission) playground, park or facility, please contact NORDC at 504-658-3000
- If the event is taking place in the French Quarter, contact the Vieux Carre Commission, 504-658-1420
- If the event is located on private property not belonging to organization holding the event, secure written approval from the property owner
- If the event is taking place in the street, please obtain a [Street Closure Permit](#) before continuing with the permitting process

Occupational License for Promoters/Organizers

1. PLEASE NOTE THAT ALMOST ALL EVENTS MUST OBTAIN A PROMOTERS OCCUPATIONAL LICENSE AND MAYORALTY PERMIT.
2. File an Exemption Application for Non-Profit Organization if the event is organized by a non-profit. This application will only exempt fees for Occupational License, Mayoralty Permit, Sales Tax, and Temporary Alcohol Beverage Permit (see the [Alcoholic Beverages Section](#) for more information).
3. File a Revenue Special Event Permit Application for Special Events for Promoters/Organizers for Promoter Occupational License Tax and Mayoralty Permit (these fees can be waived using the Exemption Application for Non-Profits, see above). This form also can be used to apply for an Alcoholic Beverage Permit. Please see the [Alcoholic Beverages Section](#) for more information.

Other items needed for permit:

- Lease/Authorization Agreement
- Plan Review from Building Permit (See [Stages Section](#) and [Tents Section](#) for more information)
- Vendor List with business name, address, contact person, and phone number of EACH vendor
- Application for Exemption for non-profits only if applicable.
- Bond Requirements for for-profit entities only with 3 or more outside vendors.
- Revenue Form

Stages, Stands, Concession, etc

File a Building Permit if the event requires constructing/using: Reviewing Stands, Stages, Concession Stands, Tents larger than 1000 sq. ft. (approximately a 30 ft. by 30 ft. tent or larger), or lighting/mechanical systems, including portable generators, sound equipment, etc.

Please note that any tents, of any size, will have to be inspected by the Fire Department. Tents over 120 sq. ft. in area (or larger than 10 ft. by 10 ft.) must be permitted by the Fire Department. Any plan review that includes any type of structure, tent, stages, or otherwise, will have to be permitted by the Fire Department BEFORE Safety and Permits will grant a permit. See the [Tents Section](#) for more information on Fire Department permitting and forms.

Other items needed for permit (much of this information will be provided by the stage builders/contractors hired):

- Market value of any materials or labor (even if volunteer or done by the applicant)
- Approval/permission from property owner (see [Event Location Information](#))
- Recorded Act of Sale if property recently changed ownership
- Detailed description of work to be done
- Plan Review with plot plan showing boundaries of the property and location and dimensions of the reviewing stand, stage, tent on the property with location and distance to nearest fire hydrant (this can be the same as the Plan Review for Tents, see the [Tents Section](#))
- For reviewing stands and stages you will need a statement with a live seal from a Louisiana Registered Architect or Civil Engineer stating that the structure, stairs and landings fit certain requirements
- Signed statement from Louisiana Registered Architect or Civil Engineer that the tent installation is in compliance with NFPA 102, Chapter 8
- Certificate of Compliance from the Fire Prevention Bureau (See the [Tents Section](#)).
- Statement of intended use of the tent or other structure
- For concession stands: Approval/permission of property owner or from proper city authority if public property; Vieux Carre Commission approval must be obtained for locations in the VC; Approval from the State Health Department

Tents

File the NOFD Special Event Plan Review Application and Tent Permit Application, if tents of any size are used, with New Orleans Fire Department, Fire Prevention Division. Tents under 120 sq. ft. are exempt from permits, but still need an inspection. **Tents over 120 sq. ft. in area (or larger than 10 ft. by 10 ft.) must be permitted by the Fire Department. Any plan review that includes any type of structure, tent, stages, or otherwise, will have to be permitted by the Fire Department BEFORE Safety and Permits will grant a permit.**

Other items needed for permit:

- Certificate of Flame Resistance for tents (usually sewn into tent canopy or certificate included with purchase of tent)
- Plan Review showing location(s) of tent(s) with distances to nearest buildings and seating chart if seating included
- For large events, include total number of tents and vendor list

Street Closure, Meter Rental, Rental of Carriage or Taxi Stands

File an Application for Non-Commercial Street Closure if the event requires any kind of street space.

If you need assistance acquiring the permissions or approvals below, please contact specialevents@nola.gov.

Other items needed for permit:

- Approval of Parks and Parkways if street contains a median (neutral ground)

- Approval of Dept. of Property Management if street borders City property
- Approval of the NOPD Commander of the district containing the closure. Please note that NOPD Commanders may not permit a street closure and if so, the permit will not be granted by Public Works. Contact information for District Commanders is available here: <http://www.nola.gov/GOVERNMENT/NOPD/Police-Districts/Police-Districts/>.
- Petition stating no objections to closure signed by 100% of residents and property owners or managers on both sides of street to be closed with names, addresses, and phone numbers. A sample petition form is included in the application available for download below.
- Rental of parking meters, if any.
- Written agreement to relocate any taxi or carriage stands, if any
Contact: Taxicab Bureau, Malachi Hall, 658-7170
- Services of at least 2 NOPD officers with names, assignment, badge numbers and phone numbers of the officers

Alcoholic Beverages

1. File a Revenue Special Event Permit Application if the event will be selling or giving away alcoholic beverages. (Please note that this is the same application used for the Promoters Occupational License and Mayoralty Permit. You may simply check off the needed alcoholic permits when applying for your License and Permit).
2. File an Application for Special Event Permit for the State of Louisiana, once you have obtained your completed Special Event Permit from the City of New Orleans for the serving or sale of alcoholic beverages (item 1, above) to the State of Louisiana. Contact specialevents@nola.gov to have the State application emailed to you.
Contact: Office of Alcohol and Tobacco Control, 8585 Archives Ave., Ate. 220, Baton Rouge, LA 70896, 225-925-4041
3. If the organization holding the event is a non-profit, fees for the Temporary Alcoholic Beverage Outlet Permit can be waived. Fill out the Exemption Form and attach a copy of the IRS letter confirming the organization's 501c3 status or a letter from the Louisiana Secretary of State. (Please note that this is the same Exemption Application used for the exemption of the Promoters/Organizers Occupational License Fee and Mayoralty Permit. In addition to checking the Occupational License and Mayoralty Permit boxes at the top of the form, also check the Alcohol Beverage Permit Box to get this exemption.)

Parades

File an Application for a Parade Permit if the event will involve the use of public streets for a parade, jazz funeral, second line, or other mobile street event with the New Orleans Police Department, Special Events Division.

Contact: NOPD Special Events Division, 504-658-6201 or wpowers@nola.gov

Banners

File a Sign Permit Application if the event requires banners that stretch across public property or rights-of-way such as streets or sidewalks.

Other items needed for permit:

- Exact text of the message
- Approval of the Vieux Carre Commission if the banner is in the Vieux Carre; see Event Location Page for contact information

Annual Trade Show Vendor License

Each calendar year from January 1st through December 31st, any vendor at a special event or trade show will need to fill out the Central Registration Application for Special Events to obtain the Trade Show Vendor Occupational License. Some pre-made and packaged foods also fall into this category. Mobile food trucks that already have an occupational license will also have to acquire this license in order to vend at the event beyond allotted parking times, close to a school or

restaurant, etc. Check the box for “Trade Show Vendor License” for \$50.00. Artists/Vendors who sell ONLY their own hand-made crafts/art and are Louisiana residents may be exempt from the \$50 fee. Please note that hand-made items may not include altered clothing or other crafts that are not composed of material that is primarily crafted by the hand of the vendor, and Revenue will make the final decision on what qualifies.

Please note that if the applicant is a first-time Trade Show Vendor, you will only be licensed if you are part of a special event and the promoter has included you on their vendor list which is filed with Revenue. New vendors will also need to bring in a letter from the Promoter stating that they are an official vendor for the specific event. Once you have obtained your license, you may then use it at other events throughout the calendar year until December 31st and renew it annually with Revenue in January.

See <http://www.nola.gov/en/BUSINESSES/Bureau-of-Revenue/> for more information or to contact the Bureau of Revenue directly.

Concession Stand and Itinerant Vendor License

Concession stands and other itinerant vendors (food items, confectionaries, etc.) must, each calendar year from January 1st through December 31st, fill out the Central Registration Application for Special Events to obtain the Itinerant Vendor Occupational License. Check the “Itinerant Vendor Occupational License Tax” and “Itinerant Vendor Permit” boxes. This license, unlike the [Trade Show Vendor License](#) above, is not necessarily tied to a particular special event.

See <http://www.nola.gov/en/BUSINESSES/Bureau-of-Revenue/> for more information or to contact the Bureau of Revenue directly.

Other requirements, such as permitting from the New Orleans Fire Department and the State Department of Health, may be required. Contact specialevents@nola.gov for more information.

Sales Tax Forms and Information

Vendors at Special Events, Trade Shows, and Itinerant Vendors must pay sales tax to the City of New Orleans. See <http://www.nola.gov/en/BUSINESSES/Bureau-of-Revenue/> for more information or to contact the Bureau of Revenue directly. Sales Taxes can also be paid online using the link above.

If a vendor is selling original art and the event is taking place in a Cultural Products District, the vendor does not have to pay sales tax to the city, but **MUST** file a sales tax return claiming the exemption.

Contact Alison Gavrell, Cultural Economy Program Coordinator, for more information on Cultural Products Districts at 504-658-0907 or aegavrell@nola.gov.